



Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
 March 18, 2020, 7:00 PM, Virtual meeting via Gotomeeting

Attendees: Patrice Abate, Claudia Blackler, Ellen Fronhofer, Walter Grom, Pat Lamb, Sandy McReynolds, Naomi Meyer, Jim Nolan, Annie Miller (Library Director), Teri Pendergrass

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the 2/19/2020 meeting. (Motion: Walter Second: Teri)  February2020minutes.docx	
COMMITTEE REPORTS <i>Building Committee</i>	- Annie meeting with Kevin Jones and Lisa Hayes to discuss mechanical systems for the renovation. Virtual meeting on Monday 2/23 with Callie Angel-Church (sp?).	
<i>Events Committee</i>	Did not meet.	
<i>Fund Raising and Finance Committee</i>	Did not meet.	
<i>Gill Room Committee</i>	Did not meet.	
<i>Marketing & PR Committee</i>	Did not meet.	
<i>Policy Committee</i>	Did not meet	
PUBLIC COMMENT	No public present.	
GILL ROOM REPORT (Sandy)	Gill Room Report 3/18/2020 <ul style="list-style-type: none"> • FB: 498 likes, 520 followers • Advised the Cellar Dwellers to not come in if they didn't want to last week due to the ongoing events of the pandemic. 	

	<ul style="list-style-type: none"> • Donations to collection: <ul style="list-style-type: none"> ○ Large American Tea Tray ○ 7 yearbooks, mailed in ○ 1887 Greenwich Circulating Library card ○ (6) 4x6 color photos 1998 Mowry park with news channel 6 Liz Bishop ○ more of the Cathy Sharp barber collection • Submitted list of projects to Annie that I'll be working on during the shut-down. <p>Hours: February 18, 2020 – March 18, 2020</p> <table border="1" data-bbox="483 814 987 1381"> <thead> <tr> <th>Name</th> <th>Gill Room Hours</th> <th>Outside Hours</th> </tr> </thead> <tbody> <tr> <td>Claudia</td> <td>10.5</td> <td>2</td> </tr> <tr> <td>Wallace</td> <td>8.25</td> <td>6</td> </tr> <tr> <td>Mary Lou</td> <td></td> <td></td> </tr> <tr> <td>Roger</td> <td>11</td> <td>8</td> </tr> <tr> <td>C.J.</td> <td>2.25</td> <td></td> </tr> <tr> <td>Nancy</td> <td>6.25</td> <td></td> </tr> <tr> <td>TOTAL HOURS:</td> <td>38.25</td> <td>16</td> </tr> <tr> <td>PATRON USE:</td> <td>3.25</td> <td></td> </tr> </tbody> </table>	Name	Gill Room Hours	Outside Hours	Claudia	10.5	2	Wallace	8.25	6	Mary Lou			Roger	11	8	C.J.	2.25		Nancy	6.25		TOTAL HOURS:	38.25	16	PATRON USE:	3.25		
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FRIENDS REPORT	-N/A																												
MONTHLY FINANCIALS	Monthly financials approved. Motion: Naomi Second: Ellen  February 2020 Financials (2).xlsx																												
LIBRARY DIRECTOR'S REPORT (Annie)	Greenwich Free Library - Director's Report to the Board- March 18, 2020 SALS: Figures for January: New cards issued -1/ Borrowers - 538/ Patrons - 3,448/ Holdings -26,345/ Check outs -																												

3,308/Holds filled - 719/ Items added - 132/ WiFi clients 379/ Computer usage 379 sessions / Door Count 4,441/ Staff hours-417.5 Annie - 68/ Volunteer hours - 154

Financial:

We received the 2019 tax levy from the school. There had been a mix-up about what was sent when.

A VERY generous donor is covering costs associated with the rental property.

Met with Ellen Fronhofer and Bob Jeffords to discuss accounting.

KEY PRIORITIES:

Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities.

Ukulele program was such a success that they plan to continue.

Clifford's Birthday Party/ 1,000 Books Before Kindergarten had an attendance of approximately 100 kids and adults.

Preservation and Access to Local Historical Documents Goal: Enhance access to an expanded collection of paper, photo, and digital sources and documents related to the history of the greater Greenwich community.


Went with Sandy to scanner company to look at equipment.

Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages

Movie in the series with ASA - last two were well- attended.

The popularity of the cooking with Comfort Food programs has Jen

	<p>looking for ways to run some out of venues that accommodate more students.</p> <p>Feed bag shopping bag program was well-attended and got lots of attention on social media.</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>1,139 Facebook followers/ 822Program Attendees</p> <p>3/2 I attended the planning meeting for Ready, Set, Kindergarten. The event has been postponed.</p> <p>3/9 Annual Report to the Community presented at Village Board Meeting. Very positive response.</p> <p>Hosted 5 VITA tax prep sessions. Met with RSVP representative Attended CDLC tour of Skidmore Library Attended Library Lobby Day</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Submitted request for extension on 2018-19 State building project as we will not complete before June 2020.</p> <p>2/28 Met with Carrie Woerner and discussed current status, plans and needs.</p> <p>3/16 meeting with Kevin Jones and Lisa Hayes to look at mechanical systems needs for renovation.</p>	
<p>OLD BUSINESS</p>	<p>-Carriage house suffered damaged totaling over \$120K. The insurance company has denied the claim. A certified letter was sent to the property manager on 3/16 inquiring about the property-manager's insurance. As of yet, no response. Jim Cox is assisting the library</p>	

	<p>with this process and has drafted the letter.</p> <p>-The carriage house will need to be demolished because of the extensive damage. An application was sent to Pam Fuller at the Village. An inspection needs to be completed detailing the damage and then an application will go to the county. The application to the county was scheduled to be delivered on 3/19. There may be delays because of the shutdowns happening at the county and with local businesses because of Covid-19.</p>	
NEW BUSINESS	<p>-Board members are encouraged to be more public at the town board meetings to keep the town board aware of what is going on in the library. Suggestion of having a schedule where (2) board members make an effort to attend each monthly town board meeting.</p>	<p>-Come up with a schedule for representation for monthly town meetings.</p>
POLICY VOTES REGARDING COVID-19	<p>-Governor Cuomo announced closing of all public libraries.</p> <p>-Board approves emergency closure of the library lasting from 3/18/20-4/20/20. (Motion: Walter Second: Teri)</p> <p>-Board approves employee compensation during the emergency closure. (Motion: Naomi Second: Claudia)</p> <p>-Board votes to close until 4/20/20 with the closure to be reviewed at the next monthly board meeting on 4/15/20. (Motion: Walter Second: Patrice)</p> <p>Annie is developing list of projects during the closure. She will develop a schedule and people will work at the library (when allowed by the state) with not more than two people in the building, or at home, during the closure. Employees will record their hours in the traditional fashion. The cleaner will perform some deep-cleaning tasks during this time.</p> <p></p> <p>Resolution and Policies for Emergency C</p>	

FLOOR PLANS	-Floor plans accepted and approved. (Final plans linked to agenda for the meeting or at the library.) (Motion: Teri Second: Naomi)	
SUSAN B. ANTHONY LETTER	-Board signs letter in support of the Susan B. Anthony renovation funding.	
LIBRARY CLOSING LETTER	-Annie provides copy of letter that she will be providing to the public regarding the closure.	
MEETING CONCLUDES 8:07 p.m.		

Minutes signed: *Patrice M. Abate*